

FORM CEM-3101 (Old HC-30(REV3-81))

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION
NOTICE OF MATERIALS TO BE USEDTo: _____
Resident Engineer

Date: _____ 19 _____

You are hereby notified that materials required for use under Contract No. _____
for construction of _____in Dist. _____, Co. _____, Rte. _____,
P.M. _____
will be obtained from sources herein designated.

CONTRACT ITEM NO.	KIND OF MATERIAL	NAME AND ADDRESS WHERE MATERIAL CAN BE INSPECTED

It is requested that you arrange for sampling, testing and inspection of materials prior to delivery in accordance with Section 6 of the Standard Specifications where the same is practicable and in accord with your policy. It is understood that source inspection does not relieve me of the full responsibility for incorporating in the work materials that comply in all respects with the contract plans and specifications, nor does it preclude the subsequent rejection of materials found to be unsuitable.

Distribution:

White Office of Materials Engineering & Testing Services
5900 Folsom Blvd.
Sacramento, California 95819

Yellow Resident Engineer

Green Contractor's File

Blue District

Yours truly,

Address_____
Phone No. () _____ - _____

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
NOTICE OF MATERIALS TO BE USED
DC-CEM-3101 (OLD HC-30 REV. 10/92) 7541-3511-1

INSTRUCTIONS TO CONTRACTOR

Section 6 of the Standard Specifications states that, "Promptly after the approval of the Contract, the Contractor shall notify the Engineer of the proposed sources of supply of all materials to be furnished by him, using a form which will be supplied by the Engineer upon request."

In order to avoid delay in approval of materials, the Department of Transportation must receive notice as soon as possible.

Please comply with the following as closely as possible:

The Contract number and job limits should be the same as appears on the Special Provisions.

The column headed "Contract Item No." should show all the item numbers for which the material is to be used.

The column headed "Material Type" should be a description of the material and not necessarily the name of the contract item.

The column headed "Name and Address of Inspection Site" should be that of the actual source of supply and not subcontractor or jobber.

If the sources of all materials are not known at the beginning of a Contract, report those known. Supplemental "Notices of Materials to Be Used" should be submitted for the others as soon as possible thereafter. Do not delay submitting the original notice until all information is known.

All changes in kinds and/or sources of materials to be used should be reported on supplemental "Notices of Materials to Be Used" immediately.

Retain your copy and mail all other copies to the Resident Engineer.

Note: When placing orders for materials that required inspection prior to shipment, be sure to indicate on your order that State inspection is required.